



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARL

14 June 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P01-0041) Accountability of Army National Guard Learn-Invest-New-Keep (LINK) Personal Computer Systems

1. References:

a. Army Regulation (AR) 735-5, Policies and Procedures for Property Accountability, 31 JAN 98.

b. AR 71-32, Force Development and Documentation Consolidated Policies, 3 MAR 97.

c. AR 710-2, Inventory Management Supply Policy Below the Wholesale, 31 OCT 97.

d. AR 725-50, Requisitioning, Receipt and Issue System, 15 NOV 95.

e. DA Pamphlet 710-2-1, Using Unit Supply System (manual procedures), 31 DEC 97.

2. The purpose of this memorandum is to provide policy for the issue, receipt and accountability of the ARNG LINK computer. Specific procedures are attached.

3. The National Guard Bureau, Strength Maintenance Division, IAW guidance from Director, Army National Guard, is preparing an online ordering system, which will allow States to order LINK Computer Systems. The program is designed to fight attrition and allow soldiers to access computer based distance learning training. It will improve readiness by retaining more of these critical soldiers and at the same time improve the lives of the test soldiers and their families.

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4. The criteria for the Federal program is; E1-E4, Military Occupational Specialty Qualified in unit of assignment, have served 3-59 months in their unit of assignment or have served 60-72 months upon re-enlistment. The individuals selected will be from enhanced separate brigades, Force Support Package-1 (FSP), FSP-2, and some divisional units from test States selected by the Director. The computer system consists of CPU w/CD player, keyboard, speakers, and 17" Monitor. It will be delivered to the State in three boxes all clearly labeled as a LINK computer system. Each box will have a bar-coded serial number sticker on the outside of the box. It will be clearly labeled with the soldier's name, who is designated to receive it.

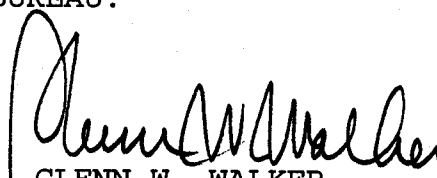
5. This memorandum will expire 29 June 2002, unless sooner rescinded or superseded.

6. Points of contact are Major Craig Ekman, Recruiting Specialist, at 703-607-0138 or DSN 327-0138 and Ms. Mary Marineau, Logistics Management Specialist, at 703-607-9433 or DSN 327-9433.

7. The Army Logistics Division, Keeping the Guard Ready.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl
as



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CF:

NGB-ASM

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Each State IG

Each State USPFO

Each State DOL

Procedures for Accountability of LINK Computers

1. Responsibilities.

a. State Recruiting and Retention Offices will verify orders for LINK computers within their State. They will assist unit level full time personnel in placing tentative orders for computers. They will act as the liaison between NGB, the LINK Program Office, and the participating State units. They will assist unit level personnel with the LINK computer setup when necessary. They will assist company level personnel in complying with the United States Property and Fiscal Officer (USPFO) guidance on hand receipts and property accountability.

b. The contractor will provide an administration web site which allows the USPFO to track changes in property status of LINK systems.

c. The USPFO Property Management Branch will be responsible for documenting the receipt and issue of the computer to the designated unit. The USPFO will coordinate with the State Director of Information Management as the responsible official for Information Management programs within the State.

d. The gaining unit supply representative will sign for the system and forward all documentation to their respective Property Book Officer, and will notify the soldier immediately to issue them their link system.

2. Accountability.

a. The LINK computer system will be issued as installation property. The Recruiting and Retention Office will provide appropriate USPFO Property Asset Management Branch, and Property Management Branch a list of individuals by name and units designated to receive computers. The contractor will ship the computer to the appropriate Department of Defense Activity Address Code and provide shipping document with individuals name and CPU serial number. The receiving activity acknowledges receipt of the LINK system by signing name, printing name and dating the receiver block on the commercial invoice. Send a copy of the receipt document to the USPFO Supply Support Activity within 3 working days of receipt of the LINK system. A document number will be obtained from the gaining unit Property Book Officer. The computer will then be picked up on the gaining unit's installation property book records. The unit

will hand receipt the computer to the designated unit member on DA Form 3645 Organization Clothing and Individual Equipment Record (i.e. CPU LINK-serial number). Posting to this record will assist the unit when clearing the soldier upon transfer, expiration of term of service, or discharge.

c. States are granted interim authority to retain LINK computers as Common Table of Allowance items until permanent approval is obtained by NGB-ASM.

d. A National Stock Number (NSN) has been requested for subject computers. Until the NSN is received, the computers will be identified by Line Item Number 70209N, Nomenclature - Computer LINK on DA Form 2062. A replacement price of \$950.00 will be used for accounting purposes.

e. The NGB-ASM will staff a desk responsible for tracking status of the computer systems being issued. Once the re-recruit desk is notified that the individual is leaving the system, the unit's recruiter will be notified. The unit recruiter will be responsible for working with the unit supply sergeant on recovering the computer to be turned in. Once the computer is recovered, the computer will be either turned in through appropriate channels or redirected to another individual upon direction of NGB-ASM. At this time, the appropriate accountability procedures will be used to redesignate the computer. If the computer cannot be obtained from the individual, a Report of Survey will be initiated IAW AR 735-5.

3. Sustainment. The A&T Systems, Inc., in support of NGB-ASM, will provide LINK program management throughout the life of the contract. A 24 X 7 help desk will support software and equipment. The help desk will coordinate all manufacturer warranty work. The Program Manager will establish and maintain an administrative web site to reduce State responsibility for support of the system.